



DEPARTMENT OF PERSONNEL
209 E. Musser Street
Carson City, Nevada 89701-4204
(775) 684-0150; Fax (775-684-0124

PUBLIC NOTICE

PERSONNEL COMMISSION AGENDA Meeting of September 23, 2005

LOCATIONS

Legislative Building: Room 4100, 401 South Carson Street, Carson City
Grant Sawyer Building: Room 4412, 555 East Washington Avenue, Las Vegas (via video conference)

NOTE: Agenda items may be heard in a different order than listed, at the discretion of the Chair.

- I. Call To Order - 9:00 A.M.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Pre-Employment Testing for Controlled Substances
 - Correctional Nurse I – Department of Health & Human Services
 - Nurse I – Department of Health & Human Services, Office of Veterans' Services, and University of Nevada, Reno, Business Center North Campuses
- V. *Conflicting Activities
 - Office of the Secretary of State
- VI. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284
 - A. Temporary Regulations Previously Approved by the Commission Proposed for Permanent Adoption
 - Sec. 1 NEW "Lack of promotional candidates" defined
 - Sec. 2 NAC 284.063 "Entry level" defined
 - Sec. 3 NAC 284.069 "Journey level" defined
 - Sec. 4 NAC 284.182 Adjustment and retention of pay progression date; restoration of date of appointment and pay progression date
 - Sec. 5 NAC 284.210 Differential rate of pay for qualifying shift
 - Sec. 6 NAC 284.490 Reimbursement or prepayment for training or education

VI. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)

A. Temporary Regulations Previously Approved by the Commission Proposed for Permanent Adoption (cont'd)

- Sec. 7 NAC 284.5405 Annual Leave: Credit upon reinstatement, rehiring, reemployment or transfer
- Sec. 8 NAC 284.598 Breaks in continuous service
- Sec. 9 NAC 284.678 Statement of grievance: Contents; time to file.
- Sec. 10 NAC 284.682 Appeal of grievance to higher level
- Sec. 11 NAC 284.696 Unlawful discrimination
- Sec. 12 NAC 284.718 Confidential records

B. New and Revised Regulations Proposed for Permanent Adoption

- Sec. 1 NEW Extension of time to file grievance
- Sec. 2 NEW "Trainee level" defined
- Sec. 3 NAC 284.295 Determining type of recruitment.
- Sec. 4 NAC 284.360 Reemployment lists; certification or waiver of lists.
- Sec. 5 NAC 284.367 Promotional lists: Use; order of names
- Sec. 6 NAC 284.658 "Grievance" defined
- Sec. 7 NAC 284.686 Presentation of grievance to head of division
- Sec. 8 NAC 284.690 Filing of grievance with administrator of department
- Sec. 9 NAC 284.726 Access to confidential records

VII. *Approval of Proposed Class Specifications

- A. Agriculturist series
- B. Park Supervisor III (Commissioned & Non-Commissioned)
- C. Supervisor I, Associate Engineer and Staff I, Associate Engineer
- D. Craft Worker-in-Training series

VIII. *Approval of Occupational Group Study Revised Class Specifications

Fiscal Management & Staff Services occupational group

- 1. Subgroup: Actuarial/Research/Grants Analysis
 - a. Statistician series
- 2. Subgroup: Public Information
 - a. Geologic Information Specialist
 - b. Exhibits Manager/Preparator series
 - c. Technical Production Editor

VIII. *Approval of Occupational Group Study Revised Class Specifications (cont'd)

Fiscal Management & Staff Services occupational group (cont'd)

3. Subgroup: Electronic Data Processing

a. Information Security Officer series

IX. *Individual Classification Appeals

A. Sherry Sabins, Personnel Analyst II

Health Care Financing & Policy Division, Department of Health & Human Services

B. Bill Premo, Facility Supervisor III

University of Nevada, Reno, Grounds Department

X. Special Reports

XI. Comments by the General Public

XII. Select Date for Next Meeting

XIII. *Adjournment

*Indicates agenda items scheduled to be voted on by the Personnel Commission.

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0119.

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no less than five working days prior to the meeting.